

## ESF Coordinator

Stillwater Billings Clinic

## Support Agencies

Montana VOAD

## Primary Agencies

Stillwater County Disaster and Emergency Services  
American Red Cross

## Introduction

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### Purpose

Emergency Support Function (ESF) #6 - Mass Care, Emergency Assistance, Sheltering and Human Services provides a process to access life-sustaining resources, essential services and programs when an emergency or disaster strikes and affects residents in a manner that requires the delivery of these services.

### Scope

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ESF #6— Mass Care, Emergency Assistance, Sheltering and Human Services is activated during or following disasters or emergencies by Stillwater Billings Clinic (SBC) or limited functional categories may be activated by the Coordinator of Disaster and Emergency Services as needed during incidents.

Individuals, government departments, agencies, private stakeholders, companies and outside NGO assistance involved in ESF # 6 will vary greatly depending on the impacts, magnitude and type of incident. The primary functions of ESF #6 are:

**Mass Care:** Feeding, distribution of emergency supplies, and reunification of children with their parent(s)/legal guardians and adults with their families.

**Emergency Assistance:** Coordination of voluntary organizations, unsolicited donations and management of unaffiliated volunteers who may work on a variety of needs including: essential community relief services; support to individuals with disabilities and others with access and functional needs in sheltering facilities; support to children in disasters; support to mass evacuations; and support for the rescue, transportation, care, shelter, and essential needs of household pets and service animals. May also include assisting residents with accessing disaster assistance programs that help survivors address unmet disaster-caused needs and/or non-housing losses through loans and grants; also

**Sheltering:** Any and all (congregate, non-congregate and transitional sheltering) manner of sheltering individuals when housing has been impacted by the emergency or disaster.

**Human Services:** Includes supplemental nutrition assistance, crisis counseling, disaster case management, disaster unemployment, disaster legal services, and other state and Federal human services programs and benefits to survivors.

**Policies**

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**ESF #6 Policies**

~~Stillwater Billings Clinic RiverStone Health~~ serves as the ESF Coordinator for ESF #6 throughout the disaster or emergency. ESF #6 may be activated by ~~Stillwater Billings Clinic RiverStone Health~~ or by ~~Stillwater Yellowstone~~ County DES based on a need to access life-sustaining resources, essential services and programs when an emergency or disaster strikes and affects residents in a manner that requires the delivery of these services.

ESF #6 services are provided to ~~Stillwater Yellowstone~~ County Residents through partnerships with neighboring agencies, NGOs and non-profits. Plans for implementation and delivery of these functions, in most cases are housed with the partner organizations. In this case, ESF #6 references the specific partner organization plan(s) which are maintained and updated by that organization.

ESF #6 concentrates first on addressing threats to life during a disaster or emergency. Support is tailored based on the type, extent, and duration of the incident and on the availability of resources.

**Concept of Operations**

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**General**

ESF #14 provides the coordination mechanisms for local governments and NGO assessment of long-term recovery needs in the impacted areas.

SC DES organizes the ESF staff and support agencies based upon the core functional areas described in succeeding paragraphs. ESF #14 organizes and provides coordination and technical support for long-term recovery of the local jurisdiction(s).

Identified long-term recovery projects focused on infrastructure and services critical to the community will be managed by the local (county, city, town, NGOs) jurisdiction with assistance from SC DES as needed and agreed to by Stillwater County.

Support agencies will provide assistance under the Incident Command System (ICS) in place to the ESF Coordinator and Primary Agencies in line with their mission, functions and capacity.

**Table 14-1. Functional Categories and Responsibilities**

	ESF Primary Agency	ESF Responsibilities
Coordination	SC DES	<ul style="list-style-type: none"><li>• Coordinate needs with state and federal government agencies to enhance long-term recovery efforts on behalf of the local jurisdiction and/or NGOs.</li><li>• Convene multi-disciplinary recovery expertise to provide strategic guidance and planning for long-term recovery efforts.</li><li>• Identify and address long-term recovery issues, including those that fall between existing mandates of departments or levels of</li></ul>

		<p>local government.</p> <ul style="list-style-type: none"><li>• Avoid duplication of assistance by providing a single point of contact to state and federal government agencies during a disaster or emergency within Stillwater County or the cities/towns within County boundaries.</li><li>• Coordinate application processes and planning requirements to streamline the assistance processes and identify and coordinate resolution of policy and program issues.</li><li>• Identify programs and activities across the public, private and non-profit sectors that support long-term recovery and promote coordination between programs.</li><li>• Identify appropriate programs and agencies to support implementation of comprehensive long-term community planning and identify gaps in available resources.</li><li>• Identify appropriate programs and agencies to support and facilitate continuity of long-term recovery activities.</li></ul>
Technical Support	YC DES	<ul style="list-style-type: none"><li>• Work with all levels of government(s), NGOs and private sector organizations to support long-term recovery planning for impacted communities.</li><li>• Strategically apply subject matter expertise to help communities recover from disasters.</li></ul>

**Organization—Response Structure**

ESF #14 operates under the direction of SC DES. SC DES will identify and provide a coordinator based on the assistance needed for an incident requiring the activation of ESF #14. An appropriate coordinator will be assigned based on the impacts, magnitude and type of incident and subject matter expertise appropriate to the situation.

When an incident or incidents require assistance from more than one of the ESF functions, or activation of multiple ESFs from this EOP, SC DES may delegate leading individual functions to ad-hoc emergency employees. Ad-hoc emergency employees provide a regional point of contact that represents ESF #14 in its dealings with any Unified Command Group or political jurisdiction. The Director of the SC DES may supervise ad-hoc emergency employees.

**Actions and Responsibilities**

**Table 14-2. Actions and Responsibilities**

Functional Category	Actions and Responsibilities
General	<ul style="list-style-type: none"><li>• If advanced warning is available ESF #14 may provide early identification of projects that can be quickly implemented, especially to reduce impacts to critical facilities.</li><li>• Collaborates with other activated ESFs in a way that facilitates long-term recovery including assessment of impacts and needs.</li></ul>

Coordination	<ul style="list-style-type: none"><li>• Convenes multi-disciplinary teams to develop incident-specific action plans that support community recovery and mitigation activities and avoid the duplication of requests for government assistance.</li><li>• Facilitates sharing of information among government and non-government entities as needed for long-term recovery.</li><li>• Coordinates identification of appropriate programs to support implementation of long-term community recovery.</li><li>• Coordinates with ESFs, governmental departments and agencies and non-governmental bodies as needed to identify long-term recovery needs specific to the needs of the affected populations and incorporate these into recovery and restoration strategies.</li><li>• Facilitates recovery decision making across ESFs and political jurisdictions.</li></ul>
Technical Support	<ul style="list-style-type: none"><li>• May provide technical assistance to local governments (county, city, towns) in their own long-term recovery processes or interactions with State and Federal agencies as a result of a disaster or emergency as requested and available.</li></ul>

## Signatures

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We, the undersigned, understand our roles and responsibilities as outlined in ESF #6.

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Carol Arkell  
Stillwater County Disaster and Emergency Services

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Natasha Sailer, Stillwater Billings Clinic

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Abbra K. Firman, ARC